



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

MEMORANDUM

DATE: February 16, 2005

TO: School Election Coordinators and Other Officials Responsible for the Conduct of School District Elections

FROM: Michigan Department of State, Bureau of Elections

SUBJECT: Consolidated Elections Conference

Greetings! We are pleased to announce that the Department of State's Bureau of Elections will be offering a one-day, Consolidated Elections Conference on March 3, 2005. The one-day conference will be held at the Lansing Center, located at 333 E. Michigan Avenue, Lansing Michigan. Secretary of State Terri Lynn Land will welcome conference attendees at a full group morning session which will begin at 9:30 a.m. Topics presented at the conference will be designed to assist those responsible for the conduct of school district elections gain a better understanding of Michigan's new "consolidated elections" laws. Practical suggestions for implementing the new requirements will also be offered. A complete conference agenda and directions to the facility are attached for your review.

Who Should Attend: It is strongly recommended that you attend the March 3 conference if any of the following apply:

- You are a county, city or township clerk who is serving as a "school election coordinator."
- You are a city or township clerk who has "opted in" and will be responsible for conducting school district elections in your city or township.
- You are a city or township clerk who has accepted delegated duties associated with the conduct of school district elections.

County, city and township clerks who do not fit one of the profiles listed above are free to attend the conference at their discretion. The conference is not intended for election inspectors.

RSVP Requested: Please contact Sandy Prenger at (517) 335-5141 or Lydia Valles at (517) 241-4662 no later than February 24, 2005 and provide the name of the county, city or township that you will be representing along with the number of attendees in your group.

We look forward to seeing you soon!